

**COUNTY OF LOUDOUN  
FIRE-RESCUE COMMISSION  
16600 Courage Court  
Leesburg, Virginia 20175  
(703) 777-0333**

**Commission Meeting**  
9 November 2004  
1900 hours  
Classroom #2 Training Annex

**I. Call To Order: 7:00 p.m.**

Commissioner I. Buchanan	Present	Supervisor Clem	Absent
Commissioner M. Buchanan	Present	LCFR Chief Dawley	Present
Commissioner Ayres	Present	Medical Director Sabella	Absent
Commissioner Love	Present	Medical Director Morgan	Present
Commissioner Muller	Present	EMS Chair Leo Kelly	Absent
Commissioner Rambo	Present	Fire Chair Cunningham	Absent

**Others:** Ms. Bridget Bangert (Board of Supervisors), DC Mary Maguire (LCFR), Planner Maria Figueroa (LCFR), Mr. Ed Peters (Hamilton Rescue), DC Jay Brown (LCFR), Vice President Rick DiZerega (Leesburg Fire), Mr. John Sandy (County Administration), Rescue Chief Wagner Grier (Loudoun Rescue).

**I. SPECIAL PRESENTATIONS:** None

**II. PUBLIC COMMENTS:** None

**III. COMMISSIONER COMMENTS**

Commissioner Rambo welcomed Dr. Morgan to the Commission meeting.

**IV. DEPARTMENT REPORT**

**1. Department of Fire and Rescue Services – H. Dawley**

Acting Chief Dawley provided the Commission with a brief status of the search for the Chief of the Department of Fire and Rescue Services. He advised that four candidates remain from the initial screening and that additional interviews were planned for November. Chief Dawley added that the County Administrator would like to have a final candidate identified by the end of this year.

Chief Dawley also advised that interviews for the Deputy Chief of Operations have been completed and an announcement will be made as soon as the candidate has accepted the position.

- |  |      |
|--|------|
| <b>2. Operations / Training – P. Brandenburg</b> | None |
| <b>3. EMS – J.J. Brown</b>                       | None |
| <b>4. Fire Marshal – K. Brower</b>               | None |
| <b>5. Communications – M. Partlow</b>            | None |
| <b>6. Planning / Administration – M. Maguire</b> | None |
| <b>7. Training – C. Parker</b>                   | None |

**V. COUNCIL REPORTS:**

**1. EMS COUNCIL – L. Kelly**

DC Jay Brown advised that the Rescue Chiefs Committee discussed issues with BARB program and its use to develop dispatch assignments. He advised that the Committee voted to request that Commission review BARB and several problems that have been noted.

- |  |      |
|--|------|
| <b>2. FIRE COUNCIL – J. Cunningham</b> | None |
|--|------|

<b>VI. MEDICAL DIRECTOR REPORT – Dr. D. Sabella / Dr. J. Morgan</b>	None
---	------

**VI. DISCUSSION TOPICS:**

**1. Three-Year Service Outlook – D. Rambo / H. Dawley**

Commissioner Rambo advised that a Three-Year Service Outlook was presented to the Public Safety Committee for review on 25 October. Commissioner Rambo stated that one main component, career operational staffing, was forecasted to require over 40 new hires each year in order to address volunteer company requests, new station openings, and replacement of staff leaving the Department. He advised that some of the subjects in the outlook relate to the FY06 budget.

**2. Station Rehabilitation Study Status and Discussion – M. Maguire**

DC Maguire advised she met with the Department of General Services and Heery to discuss the Department's concerns that Heery underestimated the needs for additional station spaces. She advised that Heery is re-evaluating this issue and will return with their findings in December.

Commissioner Rambo asked whether the late delivery of Heery's recommendations would affect the proposed station renovation CIP initiative. DC Maguire advised that the initial \$14 million estimate will have to be submitted to the Board in December

Commissioner Rambo advised that he would like the Heery group to attend the December Commission meeting for a brief presentation on their findings.

**2. FRG Operations 2.0.1, System Command Structure – D. Rambo / H. Dawley**

Commissioner Rambo advised that no suggestions for changing the draft guideline have been received from the system. Chief Dawley has suggested a clarification to paragraph 6 addressing qualifications for tactical officers. Chief Dawley advised that he would like everyone to understand that this does not mean that someone could assume the incident command structure without training.

Commissioner Rambo stated sentence 2 in paragraph 6 will be replaced with the sentence: "Officers are expected to defer command to personnel with the tactical experience and training most suited to specific type of incident" to address the concerns.

Chief Dawley then suggested that paragraph 9 read that the Fire and Rescue Commission should establish qualifications for each operational position. Commissioner Rambo reminded Chief Dawley that the Commission is chartering a Committee to address training and experience qualifications for volunteer and career lieutenants and captains in order to address this issue.

DC Brown suggested the last sentence in paragraph 7 read " The safety of fire and rescue personnel..." instead of "staff." He also suggested that the guideline could be amended once officer training standards are in place.

Without further discussion, the guideline was placed on the action item agenda.

**3. FRG Administration 7.3, Capital Facilities Development Plan – D. Rambo / M. Maguire**

Commissioner Rambo advised that Mr. Jay Snyder of the Department of General Services has made initial suggestions to revise the proposed guideline. Mr. Snyder's principal concerns involve ensuring that the General Services project managers will execute the program once defined by the volunteer companies and the Department. Mr. Snyder agrees with the intent of the guideline. Mr. Snyder has provided the revisions to his staff for further review and is expecting any Commission comments as well.

**4. FRG Administration 3.4.4, Volunteer Fire and Rescue Retirement Points – A. Love**

Commissioner Love advised that this guideline has generated many calls of concern from volunteers indicating that there are different interpretations for point qualification. She advised that she would like to defer this guideline to the December Commission meeting in order to resolve the discrepancies with system members.

Commissioner Love also noted that the County has asked all volunteers participating in the LOSAP annuity program to review their status by 31 October 2004 in order to address any discrepancies.

As a result of the review, two volunteers have submitted requests that the Commission consider revising their retirement points. Commissioner Love advised that the Retention and Recruitment Committee reviewed the two cases and determined that the requests were justified.

*A motion was made by Commissioner Ayers and seconded by Commissioner Love to correct the retirement point credits of Mr. Bruce Emick and Ms. Deborah Fisher-St. Clair as recommended by the Recruitment and Retention Committee.*

*The motion was adopted  
7-0-0-0*

Commissioner Love advised that the Retention and Recruitment Committee has scheduled 16, 17, and 18 November to accept retirement point submissions and that 3 December would be the final date for correcting retirement point records.

*A motion was made by Commissioner Rambo and seconded by Commissioner Love to adopt 16, 17, and 18 November and 3 December as the schedule for the acceptance of retirement point records. Commissioner Rambo further moved that the Commission consider the Recruitment and Retention Committee's report at their meeting schedule for 28 December for final submission to the Commissioner of Revenue by 1 January 2005.*

*The motion was adopted  
7-0-0-0*

- 5. FRG Administration 1.1.4, EMS Advisory Council (Action) – L. Kelly / D. Rambo**
- 6. FRG Administration 1.1.5, Fire Advisory Council (Action) – J. Cunningham / D. Rambo**

Commissioner Rambo advised that the each guideline was developed to endorse the roles and responsibilities of the EMS and Fire Councils in Loudoun's fire and rescue system.

Chief Dawley noted that the guideline authorizes the EMS Council to select the Operational Medical Director (OMD) and asked if the Commission should endorse the EMS Council's selection prior to final appointment. Commissioner Rambo advised that the current structure has been successful and that endorsement of the OMD's selection by the Commission is not necessary. Chief Dawley added that he would like to see the guidelines revised to include the Training Division in the development of training requirements.

DC Brown noted that the current draft already addresses this concern. Without objection, FRG Administration 1.1.4 was moved to the action item agenda.

Commissioner Rambo asked if there are any comments on FRG Administration 1.1.5, Fire Advisory Council. Commissioner M. Buchanan asked if the guideline has been compared to the Fire Council's bylaws to see if there are any conflicts. Commissioner Rambo advised that the guideline intends to define the Council's roles

and responsibilities and that our draft should not be in conflict with any current practice. Without objection, Commissioner Rambo moved this item to the action item agenda.

**7. FRG Operations 1.2.7, Traffic Pre-emption Systems – M. Figueroa**

Fire and Rescue Planner, Maria Figueroa, advised the Commission that she has updated the draft guideline with six or seven intersections in Leesburg that have been equipped with Opticom pre-emption systems. Additionally, she corrected two other locations since they already have installed systems. Commissioner Rambo advised that he would meet with Mrs. Figueroa to make final revisions to the document at a later date.

Commissioner Love added that there has been a proposal for a signal for the Middleburg Fire and Rescue Station that has been under consideration by VDOT and the Town of Middleburg for quite some time. She advised that with the upcoming station renovation, the proposal should be reviewed again by the Commission in order to determine the status of the signal.

Commissioner Rambo asked that the Commission take review the guideline on more time to ensure that the intersection priorities are correct.

**8. FRG Administration 3.0.2, Code of Conduct Criminal and Traffic Offenses – D. Rambo**

Commissioner Rambo advised that he is requesting that the Commission consider adding the following paragraph to the current guideline:

*“Volunteer fire and rescue companies are responsible for addressing criminal acts and traffic offenses within their organization. The Fire and Rescue Commission may sanction or remove an individual member of the Fire and Rescue system when the Commission determines that a volunteer company has taken inadequate or inappropriate disciplinary actions. Sanctions may include suspensions or permanent removal from operational service as determined by a majority of the Commission.”*

Commissioner Muller advised that paragraph seven, which states: “...the Department of Fire and Rescue Services and the County of Loudoun shall be responsible for similar procedures for career staff,” creates an imbalance between career and volunteer staff, and that this should be reworded for clarity. Commissioner Rambo noted that the County’s Human Resources policies ultimately guide the County’s response to the issues discussed in this guideline.

Chief Dawley suggested that the change be reviewed with the County Attorney’s Office and Commissioner Rambo advised that he has discussed the modification with County Attorney, Ms. Missy Spring. Without objection, Commissioner Rambo moved this guideline to the action item agenda.

**9. FRG Administration 3.5.1, Volunteer and Career Background Investigations – D. Rambo**

Commissioner Rambo advised that he is still waiting for comments from the County regarding the draft. Mr. John Sandy, County Administration, advised that the County Attorney's Office and Human Resources are still reviewing the draft and have some concerns, but should have a response soon. Commissioner Rambo advised that it is important that the Commission receives feedback soon since this guideline is critical to several current issues.

#### **10. Fire Apparatus Standards (Discussion) – P. Brandenburg / M. Buchanan**

- a. FRG Operations 3.0.1.1, Engine Standards**
- b. FRG Operations 3.0.1.2, Quint Standards**
- c. FRG Operations 3.0.1.3, Truck Standards**

Commissioner Rambo advised that the set of guidelines listed above are presented as drafts for review and comment. He advised that he would like them to be reviewed by the Fire Council for approval or comments returned at the next Commission meeting.

#### **12. Squad Truck Standards (Discussion) – L. Kelly/B. Andrews**

Commissioner Rambo advised that discussion of Squad Truck Standards has been delayed until next month due to a death in Rescue Chief Byron Andrews' family.

#### **13. Capital Facilities Programs and Issues (Status) – M. Maguire**

DC Maguire gave updates on the following CIP Programs:

##### **d. Dulles 28/7 Station Property Acquisition**

The County issued a request for real estate proposals for the Dulles 28/7 Station and no responses were received. A status meeting was held on 26 October to discuss the next steps. The team, consisting on representatives from the County, the Department, Sterling Rescue, Sterling Fire, and the Sterling Safety Center, is developing options including contacting the property owners directly and using a real estate agent to attempt to make offers.

##### **e. South Riding Fire and Rescue Station Construction Schedule**

DC Maguire advised that Toll Brothers and the County Administrator's office are discussing the conveyance of the station site weekly via conference calls. A public hearing occurred on 12 October and the Board approved the conveyance of the Defender Drive site back to Toll Brothers. Lease agreements, the deed of dedication for the final station site, and the necessary easements are being reviewed by the County Attorney's Office and Building and Development. Target release of the Invitation for Bid is this fall. The start of construction is scheduled for the Spring 2005.

##### **f. Dedication of Temporary Moorefield Fire and Rescue Station**

Dedication of the station occurred on 19 September. The station is operational and several minor issues continue to be addressed.

**g. Training Center Annex Construction Schedule**

DC Maguire noted that the project's Invitation for Bids is scheduled for release during the next two weeks. Proposals will be due in about eight weeks. Construction could begin during late winter or early spring.

Commissioner Rambo asked whether a volunteer representative has been selected to participate in the proposal evaluation. DC Maguire indicated that one has not been selected yet. Commission Rambo requested that the Commission quickly consider candidates to assist with the evaluation and selection of the construction contractor.

**h. Lucketts Fire Water and Sewer Status**

DC Maguire noted that Lockett's sewer problem is near resolution. The County, the School Board, and Lucketts Fire are working to connect the station with the sewer facilities supporting Lucketts Elementary School. Lucketts has identified funding for the project.

**i. Rural Water Supply Installations**

Ms. Figueroa advised that all sites scheduled for fiscal 2004 have been completed. She has met with field staff at Hamilton Fire to begin discussions regarding the next phase of installations. She continued that she has prepared a preliminary list of sites for consideration when the Fire Council's Rural Water Supply Committee is reorganized.

**j. Purcellville Safety Center**

Commissioner Rambo added that a draft agreement for acquisition, construction and lease of the Purcellville Safety Center has been prepared and is under review by the Public Safety Committee, County Attorney's Office, Purcellville Fire and Purcellville Rescue. He noted that the County is also discussing two potential construction sites with the property owners.

**14. Information Technology Capital Programs Initiatives (Status) – F. Muller**

Commissioner Muller advised that the committee has not met since the last Commission meeting. He advised that they would meet this month and will provide an update to the Commission next month. Commissioner Rambo advised that the Board of Supervisors has asked about the system's use of technology and was pleased to know that the Committee was developing a plan. Commissioner Rambo observed that the Board was particularly interested in how the Sheriff's Office and the Department are using technology to reduce personnel costs.

**15. Minimum Staffing Guidelines – I. Buchanan**

Commissioner I. Buchanan advised that he prepared a revision to Fire and Rescue Guideline Operations 1.2.1, Minimum Apparatus Staffing, which will assist incident commanders to know the status of personnel responding to an incident. He noted that the guideline would be straightforward for the ECC to incorporate into their policies and procedures.

Commissioner Rambo suggested that the proposal be included in the Fire Council's assessment of the NOVA Manuals. Commissioner I. Buchanan agreed that the proposal could be addressed with the expected changes to the NOVA responses.

#### **16. Distribution of FY05 Proffer Replacement Funding – M. Maguire**

DC Maguire provided copies of the Department's research on the origin of the proffer replacement fund allocations. The Commission discussed the current state of the distribution and Commissioner M. Buchanan noted that the model does not adequately address funding expected by Sterling Fire. Commissioner Rambo advised that he does not know what additional steps can be taken to address the issue given the history of the replacement funding.

#### **17. Bloodborne Pathogen Guideline (Status) – J. Brown**

Commissioner Rambo advised that Ms. Frankie Rust has prepared a revision to the System's Bloodborne Pathogen Guideline and that Dr. Kessler's revisions have been incorporated. DC Brown noted that the EMS Council has tabled the guideline for 30 days pending Fire Council review. Commissioner Rambo requested that the EMS Council and the Fire Council complete their reviews of the guidelines by the next Commission meeting so that they draft could be considered.

#### **18. Lost/Damaged Vehicles and Equipment Responsibilities (Discussion) – D. Rambo**

Commissioner Rambo noted that he has had several discussions recently regarding responsibility for the replacement of damaged equipment. He noted that the responsibility for equipment replacement is a normal operations and maintenance expense that should not be borne by the Department. Commissioner Ayres advised that Ashburn Fire and Rescue's insurance carrier advised that coverage is provided regardless of whether a career or volunteer is responsible for damage.

Commissioner Rambo suggested that each company's should continue to be responsible for accidents and damage that occurs as a result of normal day-to-day operations. The County should be responsible for accidents or damage on a County-owned unit. If negligence caused the damage or accident, perhaps the volunteer's company or the Department should be responsible.

Commissioner Rambo requested that the Commission consider this issue for further discussion in the future.

#### **19. Arcola Request for Immediate Career Staffing Support (Status) – H. Dawley**

Chief Dawley advised that the Department has thoroughly considered Arcola Fire and Rescue's request for immediate, supplemental career coverage for one engine. The



request would provide weekend coverage for the engine. He advised that the Department has looked at several options, but no field service employees are currently available to meet this request. He advised that following the completion of the recruit class beginning in November, there would be sufficient staff to address Arcola's request. The recruit class will be finished during April.

## **20. Advanced Life Support (ALS) Ambulance at Temporary Moorfield Fire and Rescue Station – D. Rambo**

Commissioner Rambo noted that the career ALS ambulance designated for Ashburn Fire and Rescue has been relocated to the Temporary Moorfield Fire and Rescue Station. Commissioner Rambo requested a discussion of this issue since the Operational Medical Director, the Advanced Life Support Committee, and the EMS Council has expressed concern and recommended that the unit be returned to Ashburn. Chief Dawley advised that he is not prepared to discuss the issue this evening, but would like to present statistics for the Commission to review. Commissioner Rambo advised that he would like to look at distribution of ALS calls and would like to understand the distribution of ALS incidents prior to the relocation of the unit. Commissioner Rambo advised that he would place this topic on the Commission's 23 November workshop agenda.

## **21. Tentative November Workshop Agenda (Discussion) – D. Rambo**

Commissioner Rambo requested that the Commission schedule a work session on the evening of 23 November to discuss the following topics:

- FY06 Budget
- Review of Mutual Aid Agreements
- Assessment of Initial Operations with NOVA Manuals (Discussion) – P. Brandenburg / J. Cunningham / L. Kelly
  - Renumbering Stations Consistent with NOVA Agreements Multiple
  - Ladder Trucks on Assignments – P. Brandenburg
  - Monitoring Minimum Staff – I. Buchanan

The Commissioner agreed to schedule the work session and return to the regular agenda on 30 November.

## **22. Appointment of Committee to Recommend Lieutenant and Captain Training Requirements (Discussion) – D. Rambo**

Commissioner Rambo advised that he has received a few suggestions for membership for a Committee to address qualification, experience, and training standards for fire and rescue lieutenants and captains. Commissioner Rambo noted that he would like the Committee to have about eight people including current lieutenants, captains, Chiefs, from both volunteer and career staffs. He requested additional nominations prior to final selection of the Committee chairman.

Commissioner Rambo noted that he would like to provide the following guidance to the Committee:

- Develop the program for both career and volunteer staff
- Make the goals of the program available and achievable so that volunteers are not discouraged from participation
- Develop a proposed timeline for training and implementation.

### **23. Senior Leadership Conference – D. Rambo**

Commissioner Rambo advised he would like to schedule the annual Senior Leadership Conference during February after all of the Company elections are finished. He requested that Commissioners and staff advised him of any topics that need to be discussed.

### **24. Refueling of County Vehicles – D. Rambo**

Commissioner Rambo advised that Hamilton Fire has asked whether volunteer companies can use County fueling facilities. Commissioner Rambo continued that Mr. Snyder of General Services has prepared a draft guideline to permit use of the facilities. Commissioner Rambo requested that the Commission review the draft in preparation for further discussion with Mr. Snyder.

### **25. Combining of Truck/Squad Staffing for Leesburg Fire and Loudoun Rescue – D. Rambo**

Commissioner Rambo advised that he would like to invite members of Leesburg Fire and Loudoun Rescue to the December Commission meeting to address concerns regarding shared staffing for SQUAD 13 and TRUCK 1. Chief Dawley noted that the Commission would need to inform the Board since separating staff will impact the budget under preparation.

### **26. EMS Incident Dispatching and BARB – DC Jay Brown**

DC Brown advised that several people in the EMS community have expressed concerns about the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> due dispatching in western Loudoun. He noted that the EMS Council has requested that the Commission review the box area assignments in the context of the critical care dispatch guidelines.

Commissioner Rambo suggested that perhaps Rescue Chief Karen Deli, CAD Specialist Mike Carter, and Mapping Specialist Kate Nedrich would be best prepared to discuss this topic and bring forward suggestions to the Fire Council, EMS Council, and Commission for review.

## **VII. ACTION ITEMS:**

### **1. Consideration of Minutes from 31 August 2004 Commission Meeting**

*A motion was made by Commissioner Love and seconded by Commissioner Ayres to approve the 31 August Commission Meeting Minutes.*

*The motion was adopted (6-0-1-0)  
(Commissioner I. Buchanan abstained).*

**2. Revision to FRG Administration 3.0.2, Code of Conduct – Criminal and Traffic Offenses**

*A motion was made by Commissioner Ayres and seconded by Commissioner I. Buchanan to adopt the revisions to FRG Administration 3.0.2, Code of Conduct – Criminal and Traffic Offenses.*

*The motion was adopted (7-0-0-0)*

**3. Consideration of FRG Operations 2.0.1, System Command Structure**

*A motion was made by Commissioner M. Buchanan and seconded by Commissioner Love to adopt FRG Operations 2.0.2, System Command Structure, as amended below:*

*Paragraph 6 - “All officers are expected to ensure that competent command is established and maintained on an incident, and officers are expected to defer command to most qualified personnel with tactical training most suited to the circumstance.*

*Paragraph 7 - Change “Fire and Rescue staff” to “Fire and Rescue personnel.”*

*The motion was adopted (7-0-0-0)*

**4. Consideration of FRG Administration 1.1.4, EMS Advisory Council**

*A motion was made by Commissioner Ayres and seconded by Commissioner I. Buchanan to adopt FRG Administration 1.1.4, EMS Advisory Council.*

*The motion was adopted (7-0-0-0)*

**5. Consideration of FRG Administration 1.1.5, Fire Advisory Council**

*A motion was made by Commissioner M. Buchanan and seconded by Commissioner I. Buchanan to adopt FRG Administration 1.1.5, Fire Advisory Council.*

*The motion was adopted (7-0-0-0)*

**IX. ANNOUNCEMENTS**

**1. Flu Shots**

DC Brown advised that flu shots will be given to operational personnel that are 18 years-old and over at the Training Center on 15, 17 and 18 November 1845 hours.

**X. EXECUTIVE SESSION**

*A motion was made by Commissioner Rambo and seconded by Commissioner Ayres to adjourn into Executive Session for the purpose of discussing personnel issues.*

*The motion was adopted (7-0-0-0)*

*A motion was made by Commissioner Rambo and seconded by Commissioner I. Buchanan to return to regular session certifying that only personnel matters were discussed.*

*The motion was adopted (7-0-0-0)*

**XI. ADJOURNMENT**

*A motion was made by Commissioner Rambo and seconded by Commissioner M. Buchanan to adjourn.*

*The motion was adopted (7-0-0-0)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Douglas G. Rambo". The signature is stylized with large, flowing loops.

Douglas G. Rambo, Chairman  
Fire and Rescue Commission